

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DNR05810964</u>	DATE POSTED:	<u>11/02/15</u>
POSITION NO:	<u>241697</u>	CLOSING DATE:	<u>11/16/15</u>
POSITION TITLE:	<u>NAVAJO NATION FAIR MANAGER</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Parks and Recreation - Window Rock, AZ</u>		
WORK DAYS:	<u>Mon - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> <u>GRADE/STEP:</u> <u>AB66A</u>
WORK HOURS:	<u>8am - 5pm</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: <u>47,756.80</u> <u>PER ANNUM</u>
		SEASONAL:	<input type="checkbox"/> DURATION : <u>\$ 22.96</u> <u>PER HOUR</u>
		TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Responsible for the administration and management of the Fair Office operation/activities; work closely with the Department staff to plan, direct, organize, and coordinate the two annual production (Navajo Nation Fair and PRCA 4th of July Celebration) and related activities, and ensure tasks are completed pursuant to prescribed timelines, plans, priorities and funding conditions. Work closely with the Oversight Committee of the Navajo Nation Council, Navajo Nation official/entities, and event coordinators on production, tasks, e.g., providing technical assistance and orientations on promoting, advertising, planning and implementing events; providing guidance on policies and procedures to improve accountability of revenue; seek new revenue sources; solicit event coordinators and provide customer service to over 300,000 visitors to the annual events; oversees the management and development of facilities, including rental; oversee all capital improvement activities concerning the improvement of the fairgrounds; implement overall administration and operation of the fairground; develop rental/lease agreements, SAS packages, and contractual procurement process (prepare contracts and bidding process on production and events); address pertinent issues, review packages for compliance, etc. Develop and write grant proposals for outside funding to supplement Navajo Nation fair funds. Assist in Departmental planning and assessment of project, e.g., department short/long range planning and developing goals & objectives with action plans, utilizing critical issues analysis approach. Provide supervision of subordinates; assigns tasks and monitors progress; assist with personnel management; provide guidance on staff training plans; prepare annual budgets for Department Manager's approval; prepare/compile all required documents for budget process pursuant to the budget instructions manual, i.e., OMB forms pertaining to budget information justification, performance plans, and personnel changes. Attend meetings when necessary. Prepare monthly, quarterly and briefing reports, project/event status reports, and production closeout reports for the Department and Navajo Nation. Establish and maintain a communication linkage with corporate sponsors, funding sources, oversight committees and all entities on Fair Office program activities and issues. Report to the Department Manager and performs other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business Administration, Marketing or related field; and two (2) years of experience in the planning or organization of fairs or exposition events, one (1) year of which must have been in a supervisory capacity

Preferred Qualifications:

- One (1) year experience in the planning and organization of fairs, expositions or related events.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the methods of planning, presenting and administering a fair and/or exposition events; knowledge of applicable Navajo Nation, state and federal laws, rules, regulations and policies and procedures; knowledge of budget planning, development and administration; knowledge of publicity and sales promotion methods; knowledge of building construction and maintenance methods; knowledge of government administration, personnel management and employee supervision and training.

Ability to formulate and implement fair publicity and promotion; ability to ensure proper development and maintenance of fair fiscal and other records; ability to develop and administer the fair budget; ability to direct the preparation and prepare clean and concise reports; ability to effectively represent the Navajo Fair with the public, community organization and other governmental agencies; ability to establish and maintain cooperative working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.